



City of Lake Helen

Volusia County, Florida

MAYOR

Buddy Snowden

COMMISSIONERS

Ann Robbins

Vernon Burton

Rick Basso

Tura Schnebly

Regular Meeting Lake Helen City Commission

April 9, 2015

MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the April 9, 2015 Regular Meeting of the Lake Helen City Commission at 7:05pm.

Present: Mayor Buddy Snowden Vice Mayor Ann Robbins Commissioner Vernon Burton
Commissioner Rick Basso Commissioner Tura Schnebly City Clerk Becky Witte
City Attorney Scott Simpson City Administrator Jason Yarborough

CALL TO ORDER: Mayor Buddy Snowden

CEREMONIAL MATTERS: LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE:

Led by Commissioner Vernon Burton

BUSINESS OF THE COMMISSION:

ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA: None

ITEM 2: COMMISSION ANNOUNCEMENTS

Vice Mayor Ann Robbins discussed Community Club on April 18, 2015 at Hopkins Hall at 6pm.

Commissioner Vernon Burton discussed the First Amendment Foundation Luncheon last month and the Volkswagen Car Show in March and the upcoming Heritage Classic & Antique Car Show on April 25, 2015 at Blake Park.

Mayor Buddy Snowden discussed Lake Helen Cleanup Day on May 2, 2015.

ITEM 3: APPROVAL OF MINUTES: March 5, 2015 (Workshop), March 7, 2015 (Community Workshop), March 12, 2015 (Regular)

MOTION by **Vice Mayor Ann Robbins** to approve the Minutes of March 5, 2015 (Workshop), March 7, 2015 (Community Workshop), March 12, 2015 (Regular). **SECOND** by **Commissioner Vernon Burton**.

Discussion

Commissioner Tura Schnebly noted a misspelling of her name on the March 12, 2015 minutes.

MOTION CARRIED UNANIMOUSLY.



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ITEM 4: CONSENT AGENDA:

Item 4a: Bills paid through March 31, 2015

MOTION by Commissioner Rick Basso to approve the Bills paid through March 31, 2015. **SECOND** by Commissioner Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

ITEM 5: PRESENTATIONS TO THE COMMISSION: James Jones, Engineer regarding Lake Helen Lake Commission Discussion with Mr. Jones along with input from Ken Mullen, City Administrator Jason Yarborough as well as City Attorney Scott Simpson.

Commissioner Schnebly informed the Commission that she was concerned about potential voting conflicts for her to vote on issues related to Lake Helen Lake due to the fact that her residence was on the Lake. She spoke to the Ethics Commission and was advised that she would have a voting conflict and therefore would not be able to vote on any issues related to Lake Helen Lake. **Commissioner Schnebly** then disseminated information that she had obtained related to potential causes for the lowering of the water level in Lake Helen Lake.

Consensus of the Commission, except **Commissioner Schnebly**, for staff to enlist assistance of city Engineer.

ITEM 6: MONTHLY REPORTS:

ITEM 6A: Planning and Land Development Regulation Commission:

Vice Commissioner Michael Woods presented the report for the Planning and Land Development Regulation Commission and recapped the recent March 23, 2015 meeting.

ITEM 6B: Parks and Recreation Board: None

ITEM 6C: City Administrator and City Engineer:

City Administrator Jason Yarborough provided an update on recent Fire Services discussions with local cities. He informed the Commission that the Power Volleyball race set for Saturday, April 11 will be postponed until September. He discussed IT needs. He discussed an upcoming conference in May.

Commission Discussion on IT needs.

\$25,360 plus or minus 15%

MOTION by Commissioner Rick Basso to approve the purchase of IT equipment \$25,500 plus or minus 15%. **SECOND** by Commissioner Vernon Burton. **MOTION CARRIED UNANIMOUSLY.**

City Administrator Jason Yarborough discussed the progress of CDGB Pleasant Street Sidewalk Project.

ITEM 6D: City Attorney: None

ITEM 6E: Police Chief and Code Enforcement Officer: None

ITEM 7: PUBLIC FORUM:



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Mayor Buddy Snowden discussed his recent conversation with Jeff Marris, President of the Volusia County Professional Firefighters Association who was in attendance to speak tonight but had left before Public Forum.

Pat Sheddy and Heather Lindsay (Lake Helen Garden Club) requested a waiver of Bus Fees for the April 8, 2015 Bus Trip. They discussed their recent use of the bus and suggested upgrading the bus or purchasing a new bus.

Commission Discussion with input from Public Works Direction Rick Mullen.

ITEM 8: PUBLIC HEARINGS: None for this meeting

ITEM 9: COMMISSION CONSIDERATION:

ITEM 9A: Consideration to appoint Kelly Frasca and Dennis Kehrly (*not in attendance*) to the Parks and Recreation Board

Commission Discussion with input from Kelly Frasca

MOTION by **Vice Mayor Ann Robbins** to appoint Kelly Frasca to the Parks and Recreation Board.

SECOND by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

MOTION by **Commissioner Vernon Burton** to appoint Dennis Kehrly (*not in attendance*) to the Parks and Recreation Board. **SECOND** by **Commissioner Rick Basso**.

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 9B: Consideration of Joinder Agreement for Peter Mullen

MOTION by **Commissioner Tura Schnebly** to approve the Joinder Agreement for Peter Mullen of 242 Orange Avenue. **SECOND** by **Commissioner Rick Basso**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9C: Consideration of Adding Street Lights to Main Street

Commission Discussion with input from City Administrator Jason Yarborough.

MOTION by **Commissioner Rick Basso** to postpone consideration until the May Regular City Commission Meeting. **SECOND** by **Commissioner Vernon Burton**.

Discussion

MOTION CARRIED UNANIMOUSLY.

ITEM 9D: Consideration of Electric Franchise Agreement

Commission Discussion with input from City Administrator Jason Yarborough and City Attorney Scott Simpson.

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MOTION by **Commissioner Rick Basso** to direct staff to have discussions with FPL regarding the possibility of them providing service to Lake Helen while renegotiating with Duke Energy. **SECOND** by **Commissioner Vernon Burton**.

Discussion with input from City Attorney Scott Simpson.

MOTION CARRIED UNANIMOUSLY.

ITEM 9E: Consideration of Resolution 2015-01 for Audit Committee

Commission Discussion with input from City Administrator Jason Yarborough and City Attorney Scott Simpson.

City Attorney Scott Simpson read the title of Resolution 2015-01. Noted to substitute Mr. Vince Cuda for Jason Yarborough, City Administrator.

RESOLUTION 2015-01: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA HEREBY CREATING AN AUDIT COMMITTEE PURSUANT TO FLORIDA STATUTE SECTION 218.391; APPOINTING MEMBERS TO THE AUDIT COMMITTEE; PROVIDING FOR PURPOSE, DURATION, AND TERMS AND CONDITIONS OF APPOINTMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

MOTION by **Commissioner Rick Basso** to approve Resolution 2015-01. **SECOND** by **Commissioner Vernon Burton**.

Discussion with input from City Attorney Scott Simpson

MOTION CARRIED UNANIMOUSLY.

ITEM 9F: Consideration of Resolution 2015-03 regarding sale of Flavored Tobacco

Commission Discussion with input from City Administrator Jason Yarborough

City Attorney Scott Simpson read the title of Resolution 2015-03.

RESOLUTION 2015-03: URGING TOBACCO RETAILERS TO STOP THE SALE AND MARKETING OF FLAVORED TOBACCO PRODUCTS IN THE CITY OF LAKE HELEN, FL

MOTION by **Vice Mayor Ann Robbins** to approve Resolution 2015-03 urging tobacco retailers to stop the sale and marketing of flavored tobacco products in the City of Lake Helen, FL. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 9G: Consideration of Ordinance 2015-01 Purchasing Policy (*First Reading*)

Commission Discussion with input from City Administrator Jason Yarborough and Finance Manager Michael Wright.

City Attorney Scott Simpson read the title of Ordinance 2015-01:



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First Reading of CITY OF LAKE HELEN, ORDINANCE 2015-01: AN ORDINANCE OF THE CITY OF LAKE HELEN, FLORIDA, CREATING ARTICLE 16.05 (PURCHASING PROCEDURE) ESTABLISHING THE PURCHASE PROCEDURES FOR THE CITY OF LAKE HELEN; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION by Commissioner Vernon Burton to approve the first reading of Ordinance 2015-01. SECOND by Vice Mayor Ann Robbins.

Discussion

Vote: Zone 1 Vice Mayor Ann Robbins: Yes / Zone 2 Commissioner Vernon Burton: Yes / Zone 3 Commissioner Rick Basso: No / Zone 4 Commissioner Tura Schnebly: No / Mayor Buddy Snowden: Yes

MOTION CARRIED 3-2 with Commissioner Tura Schnebly and Commissioner Rick Basso voting No

ITEM 10: Commission Discussion

ITEM 10a: Discussion of Budget Calendar for FY 2016 Budget Process

Commission Discussion with input from City Administrator Jason Yarborough and Finance Manager Michael Wright.

May 21, 2015 at 9:00 am for the first Budget Workshop and July 7, 2015 at 9:00 for second Budget Workshop if needed.

Comprehensive Plan Update Workshop set for May 12, 2015 at 9:00 am.

ITEM 11: MAYOR'S REPORT AND COMMISSIONERS' REPORTS BY ZONE

Vice Mayor Ann Robbins discussed Arbor Day on Friday April 24, 2015. She also discussed Blake Park Playground Equipment progress as well as a recent State of the Union luncheon she attended.

Discussion of Arbor Day on Friday April 24, 2015.

Commissioner Vernon Burton discussed NAACP meetings and discussed donations for the organization.

Commissioner Tura Schnebly asked about the N. Lakeview tree removal.

Discussion with input from City Administrator Jason Yarborough.

ITEM 12: ADJOURNMENT: Mayor Buddy Snowden adjourned of the April 9, 2015 Regular Meeting of the Lake Helen City Commission at 10:52pm.